6.12.3 Maintain General Ledger Accounts

The Contractor shall maintain ledger accounts at the recipient, program, State and county levels. Following cutoff, the EBT system shall be balanced and reconciled. The Contractor shall compute the end-of-day net position or balance for each general ledger account. For each account, the end-of-day net position is equal to:

Opening balance + credits – debits = End-of-day balance

The Contractor shall balance the EBT system as a whole to ensure that the change in the net position in the sum of recipients' accounts balances to the change in the net position of program accounts and that the change in the net position in the sum of the program accounts balances to the change in the net position (obligations outstanding) for the State and counties.

Meets Requirement: Yes _____   No _____

Reference Document: _____Page(s) _____

Description: _____

6.12.4 Reconciliation

The Contractor shall meet FSP reconciliation requirements of 7 CFR 274.12(j). The Contractor shall use the FSP reconciliation requirements to perform reconciliation for all benefit programs. At a minimum, a Contractor shall propose procedures for reconciling:

- Recipient account daily beginning balance and net draws versus the ending balance

- Recipient net redemption versus acquirer settlement values

- Total funds entering, exiting, and remaining in the system each day

- Total net change in system-wide obligations outstanding to the sum of the net change in obligations outstanding for the State and counties

- The net settlement value of all transactions to the sum of the net settlement values for all benefit programs

- The net settlement value of all transactions to the sum of the net settlement values for all county offices.

The Contractor shall use the information generated during system cutoff and balance processing to prepare the daily settlement files. The Contractor shall specify procedures for maintaining audit trails throughout the settlement process.

Meets Requirement: Yes _____   No _____

Reference Document: _____Page(s) _____

Description: _____